



REQUEST FOR QUOTATION

Date: 21 July 2023

RFQ No.: 100-23-04-1426

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

The City Government of Pasig, through the Bids and Awards Committee (BAC), intends to procure **Subscription of Media News Monitoring Services – Public Information Office** with an Approved Budget for the Contract (ABC) of **Php 300,000.00**, in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. Please quote your best offer for the item in the table below.

The Project shall be awarded as One Project having several items that shall be awarded as one contract. Quotations received exceeding each total Cost per Item and/or the total Approved Budget for the Contract shall be rejected.

Item No.	Item Description	Brand Name <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	Subscription, - Subscription of Media News Monitoring Services Service provider will monitor print, radio, television and online media for Pasig LGU related news and issues. Minimum coverage requirements. The service provider should include in its monitoring the following relevant items from other outlets it monitors (Broadsheets) Online - Includes local/ provincial, national and international publications/ networks that have online version and stand alone. Online news such as ABS-CBN including ANC, GMA News Online, Interaksyon, Rappler .com, CNN Philippines , Philippine News Agency, Sunstar Radio: DZMM, DZBB, DZRH, Televisions, Wire Agencies : Reuters, Bloomberg, Associated Press Monthly compilation of monitoring briefs/ media data with analytics report should be submitted every 5th working days of the following month. Commencing upon supplier receipt of		1	lot	300,000.00	300,000.00		

	Notice to Proceed not exceed 31 December 2023.						
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total	300,000.00			
DELIVERY TERM: Within Thirty (30) Calendar Days upon the receipt of the Notice to Proceed.							

**Indicate the BRAND NAME or MANUFACTURER NAME and the specific MODEL to be offered or attach a BROCHURE for the offered item; items including but not limited to clothing, vehicle, equipment, devices, electronics, machines, drugs, medicines, medical supplies must be branded or at the very least, manufacturer shall be indicated.*

Submit this Quotation (Accomplished and duly signed by the Owner or the respective Authorized Representative indicated in the Secretary's Certificate/Special Power of Attorney) not later than the closing date specified in the Bid Notice Abstract posted in PhilGEPs website along with the following documents:

- **Mayor's/Business Permit** (or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit subject to submission of the Mayor's Permit before the award of contract). The nature of business as stated in the Mayor's/Business Permit should at the very least be similar or related to the project to be bid.
PhilGEPs Registration Number
- **Income Tax Return** - Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).

In accordance with Revenue Regulation No. 3-2005, the above-mentioned tax returns shall refer to the following:

1. Latest Income Tax Return (ITR) - For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.
 2. Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
- Accomplished and notarized **Omnibus Sworn Statement** ([https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).docx))
 - **Proof of Authorization: Secretary's Certificate** if corporation, or **Special Power of Attorney**, if individual.

ADDITIONAL REQUIREMENTS:

For Procurement of Drugs and Medicines:



Documents from the Food and Drug Administration (FDA):


- a. Certificate of Product Registration;
- b. Certificate of Good Manufacturing Practice;
- c. License to Operate;
- d. Batch Release Certificate (for vaccines, toxoids and immunoglobulins only) [to be submitted upon delivery]; and
- e. Certificate of Analysis (for anesthesia and antibiotics) [to be submitted upon delivery].

If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.

Please submit the accomplished Quotation and required documents on or before the deadline of submission at the Bids and Awards Committee (BAC) through the **Procurement Management Office (BAC Secretariat Office), 4th Floor, Pasig City Hall, San Nicolas, Pasig City.**

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600

 (02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *

 pasigcity.gov.ph

All documents should be submitted in a sealed brown envelope addressed to the "Bids and Awards Committee, 4th Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

The CITY GOVERNMENT OF PASIG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact us at telephone no. (02) 8641-1111 / (02) 8643-1111 loc. 1461 or email address at bidsandawards@pasigcity.gov.ph



ATTY. PONCE MIGUEL D. LOPEZ
Officer in Charge, Procurement Management Office

I hereby certify that I have read and agree to this Request for Quotation, its Terms of Reference, and Bid Bulletin/s, if any. I further certify that the products to be delivered will conform to the specifications stated in the Item Description.



Conforme:


Signature over Printed Name

Position

Duly authorized to sign quotation/offer for and on behalf of _____
(Please indicate Company Name)

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600

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TERMS OF REFERENCE
Subscription to Media Monitoring Services

I. SCOPE OF WORK

The project involves the subscription to media monitoring services commencing upon supplier's receipt of the Notice to Proceed. The news monitoring service shall provide comprehensive daily news updates to the City Government of Pasig.

- A. Service provider will monitor print, radio, television, and online media for City Government of Pasig-related news and issues. Daily news digests, including weekends and holidays, will be submitted in a categorized format not later than 09:00 a.m. for weekdays, and not later than 04:00 p.m. on the following day for weekends and holidays. News digests shall include the following information:

PRINT	Title of article, body of article, name of news agency, section in the newspaper, name of reporter or columnist (if available), date of publication, page number, media value, and tonal assignment (positive/negative)
ONLINE	Title of article, body of article, name of news agency, name of reporter, date of publication, section on the website, media value, tonal assignment (positive/negative)
RADIO	Name of show, name of host/interviewer, time and date of the show, name of interviewee, subject of the interview or conversation, media value, tonal assignment (positive/negative)
TELEVISION	Name of show, name of host/interviewer, time and date of the show, name of interviewee, subject of the interview or conversation, media value, tonal assignment (positive/negative)

B. MINIMUM COVERAGE REQUIREMENT

The service provider should include in its monitoring the following media outlets. The service provider, however, is not limited to the following list and may include relevant news items from other outlets it monitors:

- 1. Broadsheets**
 - a. Philippine Daily Inquirer
 - b. Philippine Star
 - c. Business Mirror
 - d. BusinessWorld
 - e. Manila Bulletin
 - f. Manila Times
 - g. Malaya Business Insight
 - h. Daily Tribune
 - i. Manila Standard Today





2. **Online:** Includes local/provincial, national, and international publications/networks that have online versions and stand-alone online news, such as:

- a. ABS-CBN News including ANC
- b. GMA News Online
- c. InterAksyon
- d. Rappler
- e. CNN Philippines
- f. Philippine News Agency
- g. SunStar

3. **Radio**

- a. DZMM
- b. DZBB
- c. DZRH

4. **Television**

- a. ABS-CBN/A2Z
- b. PTV4
- c. ABS-CBN News Channel (ANC)
- d. GMA Network
- e. CNN Philippines
- f. DZMM Teleradyo
- g. TV5
- h. One News (Philippines)

5. **Wire Agencies**

- a. Reuters
- b. Bloomberg
- c. Associated Press
- d. Agence France-Presse (AFP)

C. ACCESS TO ONLINE DATABASE MUST INCLUDE:

- Downloadable audio and/or video clips of monitored media;
- Printable content of monitored media;
- Downloadable and printable reports or analytics on news monitored;
- Training on use of database; and
- Media directory for seeding content.

D. SUBMISSION OF OUTPUTS

Monthly compilation of monitoring briefs/media data with analytics report should be submitted every 5th working day of the following month.



PANAHOON NG PASIGUEÑO



- E. An account management team should be assigned to the City Government of Pasig who will ensure the timely and accurate delivery of daily news alerts and quick service assistance in times of crisis, among others.
- F. In the event of any problem in the monitoring system, a client relations representative should respond to the needs of the end-user within 12 hours from the time of notification by the latter.
- G. A list of keywords (*to be determined*) will be used for searching and monitoring new stories relevant to the City Government of Pasig. The service provider shall send the daily news digests arranged according to the categories.

Other keywords may occasionally be changed or added by the end-user within the duration of the contract without additional cost to the City Government of Pasig.

Similarly, the news brief format may be changed by the City Government of Pasig within the duration of the contract without additional cost to the City Government of Pasig.

- II. **DELIVERY TERMS:** The news monitoring services will commence upon the supplier's receipt of the Notice to Proceed but will not exceed 31 December 2023.
- III. **PAYMENT TERMS:** Payment shall be based on actual services rendered on a monthly basis, upon the supplier's submission of the following:
- Billing Statement;
 - Expected Outputs (under I.D); and
 - Certificate of Acceptance of outputs issued by the Public Information Office.

Prepared by:


Catherine J. Cuibal
Administrative Aide III

Approved by:


Maria Krisna P. Juangco
Officer-in-Charge

